
Subject: Client's Rights and Responsibilities

Effective Date: October 1, 2004

Revised from:

Policy: If the client or applicant is an adult, at each certification or subsequent recertification visit, the client or applicant will be required to read, sign and date the Rights and Responsibilities form to:

1. acknowledge an understanding of his/her rights and responsibilities,
2. authorize release of information; and
3. consent to anthropometric measurements and blood work.

If the client or applicant is an infant or child, at each certification or subsequent recertification visit, parent, legal guardian, or caregiver will be required to read, sign and date the Rights and Responsibilities form to:

4. acknowledge an understanding of his/her and the client's or applicant's rights and responsibilities,
5. authorize release of information; and
6. consent to anthropometric measurements and blood work for the client or applicant.

A designated Proxy or Alternate Caregiver, if not the client's or applicant's parent or legal guardian, cannot sign the Rights and Responsibilities form on behalf of the infant/child client or applicant.

The Rights and Responsibilities form must be signed and dated before the Local Agency or Clinic can be complete a certification or issue a WIC check or WIC checks.

Reference: CFR §246.7 (i)(10)

Procedure:

1. At the time of certification or recertification and if the client or applicant is an adult, the WIC Local Agency or Clinic staff shall have the individual sign and date the Rights and Responsibilities form to acknowledge an understanding of her rights and responsibilities, authorize release of information, and consent to anthropometric measurements and blood work.
2. At the time of certification or subsequent recertification and if the client or applicant is an infant or child, the WIC Local Agency or Clinic staff shall have the parent, legal guardian, or caregiver receiving program education at certification if they are not the parent or legal guardian, sign and date the Rights and Responsibilities form to acknowledge an understanding of his/her rights and responsibilities, authorize release of information, and consent to anthropometric measurements and blood work for the client or applicant. A Proxy or Alternate Caregiver, if not the parent or guardian, cannot sign the Rights and Responsibilities form for the infant or child.
3. The Proxy or Alternate Caregiver may bring the infant or child for the exam portion of recertification with a signed medical consent from the parent or legal guardian.
4. Local Agency or Clinic staff is responsible to ensure that applicants, clients or their caregivers understand their rights and responsibilities. Staff is responsible to ensure that Limited English Proficiency (LEP) applicants or clients or visually and/or hearing impaired applicants or clients understand their rights and responsibilities. If the individual cannot read or does not understand English, staff is to ensure that the form is explained to the applicant or client.

Subject: Client's Rights and Responsibilities

5. The applicant, client, or caregiver shall sign and date the form on the signature line to indicate that she or he has read and understood the form. An "X" signature is allowed for any person who is unable to sign his or her name. Local Agency and Clinic staff shall write "witnessed by" and the staff member's initials beside an "X" signature.
6. Local Agency and Clinic staff shall retain all signed Rights and Responsibilities in a folder by either week or month, depending on the size of the clinic, for future reference or verification.
7. A copy of the Rights and Responsibilities form in both English and Spanish is located in the forms section..